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Instructions updated: December 31, 2018

Nonpublic High School Completer Report

Due Date: June 15

Audit Window Close Date: June 30

SCOPE

This collection is for Nonpublic systems that have the potential of serving students in grade 12. Students are reported by type of completion and by gender and race/ethnicity.

TABLE OF CONTENTS

Directions (p. 1)

 Access (p. 1)

 Navigation (p. 2)

 Main Menu (p. 3)

 No Completers (p. 3)

 Completers (p. 4)

 Finalize Data (p. 5)

 Submit/Approve (p. 6)

Appendix A – Definitions and Examples (p. 7)

Appendix B – Code Descriptions (p. 9)

DIRECTIONS

Access

Accessing the Nonpublic High School Completer Report collection requires a Consolidated Data Collection (CDC) activation code – General, All or Approver User Type. If you do not have the Consolidated Data Collection (CDC) in Data Collections, you will need to obtain an activation code from your District Administrator.

1. Log into the NDE Portal at <https://portal.education.ne.gov>

2. Click on the blue **Data Collections** tab



3. Click on the **Consolidated Data Collection (CDC)** link

Status	Activation Code(s)	Collection Name/Link
Available	Edit/Remove	Consolidated Data Collection (CDC)

4. From the Open Collections list, choose **Nonpublic High School Completer Report**

FEDERAL	Nonpublic Federal Programs within Boundaries C
GENERAL	Nonpublic High School Completer Report
GFNFRAI	Nonpublic Membership Report

Navigation

Upon entering the collection, you will see

1. The Title
2. A Main Menu list of options
3. A list of the school(s) to report and their status
4. A Click to Complete Form and View/Print Summary Report button, and
5. The Submit/Approve section (Only Approver user types will see the Approve button)

NDE FORM #02-043

NONPUBLIC HIGH SCHOOL COMPLETER REPORT



AGENCYID	NAME	STATUS
00-0000-000	EXAMPLE SCHOOL	

= Incomplete = Completed



ACTION	STATUS	DATE	USER
<input type="button" value="SUBMIT"/>	Not Submitted	N/A	N/A
<input type="button" value="APPROVE"/>	Not Approved	N/A	N/A
<input type="button" value="Print Page"/>			

Main Menu

1. [Contact Us](#) – Lists NDE contacts to call or email if you have questions while completing the report
2. [Click for Instructions](#) – Opens this documents

Other menu items seen through the collection include

1. [Collection Main Page](#) – Returns user to Nonpublic High School Completer collection main page
2. [CDC Main Page](#) – Takes user back to the Consolidated Data Collections main page
3. [Logout](#) – Closes the current tab and returns user to NDE Portal

To Begin


Click the **Click to Complete Form** button.

NDE FORM #02-043

NONPUBLIC HIGH SCHOOL COMPLETER REPORT

Contact Us

Click for Instructions

AGENCYID	NAME	STATUS
00-0000-000	EXAMPLE SCHOOL	

 = Incomplete

 = Completed

Click to Complete Form

View/Print Summary Report

No Completers

The grid is pre-populated with zeros. If the system has **no completers** for the selected school year there is no data to change.

20182019 Nonpublic High School Completer Report

[Ethnicity Definitions Help Screen](#)

Select District/System

00-0000 - EXAMPLE SCHOOL [00-0000-000]

Mark Complete

Finished

Error Report

INCOMPLETE

Type	FAM	MAM	FAS	MAS	FBL	MBL	FHI	MHI	FPI	MPI	FWH	MVH	FMI	MMU
RD	0	0	0	0	0	0	0	0	0	0	0	0	0	0
QC	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Update

NDE Notes:

After completion, please print a copy using the "View/Print Summary Report" for your records

Click on the **Mark Complete** button*. The red INCOMPLETE will change to a green COMPLETE.



Click on **Finished**. This will return you to the collection main page where you can submit the report. (See Submission section for instructions.)



Completers

1. If the system has **completers** to report for the selected school year, enter data into the appropriate gender/race categories and type of completer. For Category definitions:

- Click on the link to Ethnicity Definitions Help Screen (at the top of the page) for a complete description of the abbreviated column headings for both the Type of Completer and the Race/Ethnicity, or

Report

[Ethnicity Definitions Help Screen](#)



INCOMPLETE

- See hint (above the grid) by hovering over the column or row heading to get a brief description, or

Type	FAM	MAM	FAS	MAS	FBL
RD	0	0	0	0	0
OC	0	0	0	0	0

- View Appendix B in this instruction document for Definitions.

2. Click on the **Update** button to save the data that has been entered.

OC 0 0 0 0 0

Update NDE Notes: _____

After completion, please print a copy using th

3. When data entry has been completed, click on the **Mark Complete** button*. The red INCOMPLETE will change to a green COMPLETE.

COMPLETE

4. Click the **Finished** button to return to the collection main page.

COMPLETE


**This data collection is intended to be completed at the system level (superintendent or principal's office). A printed copy of this report does not need to be sent to the Nebraska Department of Education but a copy should be printed for your files. By clicking the "Mark Complete" button you are submitting your data and assuring that it is a true and accurate report.*

Finalize Data

In order to complete the collection, each school will need to have a green check mark under the Status column.

NDE FORM #02-043

NONPUBLIC HIGH SCHOOL COMPLETER REPORT


AGENCYID	NAME	STATUS
00-0000-000	EXAMPLE SCHOOL	

 = Incomplete
  = Completed

Once all schools (as applicable) have green check marks associated with them, click **View Summary Report** to download a printable copy of the report for your files.

NDE FORM #02-043

NONPUBLIC HIGH SCHOOL COMPLETER REPORT

AGENCYID	NAME	STATUS
00-0000-000	EXAMPLE SCHOOL	

 = Incomplete
  = Completed

Submit / Approve

After user has completed data entry click on the **SUBMIT** button, indicating the collection is ready to be reviewed by your District Administrator.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.

APPENDIX A

DEFINITIONS and EXAMPLES

All school systems must apply a uniform definition to ensure comparable and consistent data statewide. The following are standard completer definitions for all state and federal reporting.

School Year:

A school year is defined as the 12-month period of time beginning with the normal opening of school in the fall.

Membership:

Membership is as October 1st, the count of students on the current roll of the system which actually provided more than 50 percent of the student's instruction. A student may be carried on the roll of only one school system at a time.

Completer:

A student who graduated from high school or completed an approved education program and received formal recognition from local school system authorities.

Report all students who completed the normal course of study for high school. Report both regular diploma recipients and other high school completers.

In past years, 5th, 6th and 7th year completers were reported in separate categories. This is no longer the case. Be sure to include them in regular diploma recipients or other high school completers, if appropriate.

Please Note: This does not include persons receiving a diploma of high school equivalency. GED's are not counted as high school completers in this system. A student must be officially withdrawn from membership in order to take the GED tests. If your board formally recognizes GED recipients (i.e., a school system awards a local high school diploma based on a student's successful completion of the GED tests), they should be reported under the "Other High School Completer" category.

High school completers should be reported under the Type of Completer:

RD = Regular Diploma

OC = Other Completer

Diploma Recipient: An individual who received a regular diploma during the previous school year and subsequent summer school.

- Includes System Approved Alternative Programs.
- Diploma Recipient is the only category NDE uses to calculate graduation rates.
- Special Education Students: Special Education students can be reported in either completion category depending on language contained in the students Individual Education Program (IEP).

Other High School Completer: An individual who received a certificate of attendance or other certificate of completion in lieu of a diploma during the previous school year and subsequent summer school.

- Other High School Completers are not used in calculating the graduation rate.

Example #1	Where to Report
<p>Paul is a 12th grader in the Fall of 2017. He attends school, but does not have enough credits to graduate. He does complete the school year. He does not return in the Fall of 2018.</p> <p>Paul did not receive a diploma or any other certificate.</p>	<p>Paul is not reported as a completer on this form because he left school without meeting the requirements for a completion credential.</p> <p>Paul is reported as a dropout for the 2018-2019 school year because he left school without completing the requirements for graduation and did not return in the Fall of 2018.</p>

Example #2	Where to Report
<p>Mary went through graduating ceremonies with her Class of 2018 (school year of 2017-2018). She received a Certificate of Attendance.</p> <p>Mary returns to school for the next school year (2018-2019), however she still does not complete and does not return for another year.</p>	<p>Mary is reported as an "Other High School Completer" for the school year 2017-2018 (Class of 2018)</p> <p>Mary is not counted as a Diploma Recipient for 2018-2019.</p> <p>Mary is not reported as a dropout for 2018-2019, as she received a Certificate of Attendance the year prior.</p>

Example #3	Where to Report
<p>Randy has been in 12th grade for three years and is now 21 and cannot return to school in the Fall of 2019 due to his age.</p> <p>He did not receive a diploma or any other certificate.</p>	<p>Randy is not reported as a Diploma Recipient or Other High School Completer.</p>

APPENDIX B

CODE DESCRIPTIONS

Code	Description	Explanation
HI	Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin. If a person is Hispanic they should always be reported in this category (even if they have another race).
MU	Multi	A person that is <u>not</u> Hispanic, but has more than one race.
AM	American Indian/Alaska Native	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
BL	Black or African American	A person that is <u>not</u> Hispanic, having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
WH	White	A person that is <u>not</u> Hispanic, having origins in any of the original peoples of Europe, the Middle East or North Africa.

If you have any questions regarding reporting under the new Race and Ethnicity categories, please refer to the publications NDE has provided at <http://www.education.ne.gov/nssrs/Resources.html> under Instructions, Student Related Information, Race Ethnicity.

ETHNICITY/GENDER CODES:

FAM – Female American Indian/Alaska Native

MAM – Male American Indian/Alaska Native

FAS – Female Asian

MAS – Male Asian

FBL – Female Black or African American

MBL – Male Black or African American

FHI – Female Hispanic

MHI – Male Hispanic

FPI – Female Native Hawaiian or Other Pacific Islander

MPI – Male Native Hawaiian or Other Pacific Islander

FWH – Female White

MWH – Male White

FMU – Female Multi-Race

MMU – Male Multi-Race

COMPLETER TYPE CODES:

RD – Regular Diploma

OC – Other Completer